

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

SENATE
16 NOV 28 PM 4:21

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Cooperative for Assistance and Relief Everywhere (CARE)

Travel date(s): Oct. 30 - Nov. 4, 2016

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$3,128.71	\$503 - See Addendum A	\$172	Visa: \$300; Insurance: \$101; Security: \$534; Interpreter: \$45

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Please see Addendum A

11/21/16
(Date)

Mary C. Olive
(Printed name of traveler)

Mary C. Olive
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/21/16
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Mary Olive

Name of Traveler: _____

Employing Office/Committee: Senate Committee on Agriculture, Nutrition & ForestryPrivate Sponsor(s) (list all): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)Travel date(s): October 30 - November 4, 2016*Note: If you plan to extend the trip for any reason you must notify the Committee.*Destination(s): Niger

Explain how this trip is specifically connected to the traveler's official or representational duties:

Mary handles international food aid and global food security issues for the Agriculture Committee. This includes oversight of the Food for Peace and Food for Progress programs, as well as programs focused on nutrition, climate change, and agricultural resilience in developing countries. On this trip, Mary will see the arrival, processing, and distribution of food aid. She will also learn about local efforts to combat the effects of El Nino and have a chance to meet with women farmers to discuss promoting nutrition in women and children.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/15/16
(Date)

Mary C. Olive
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

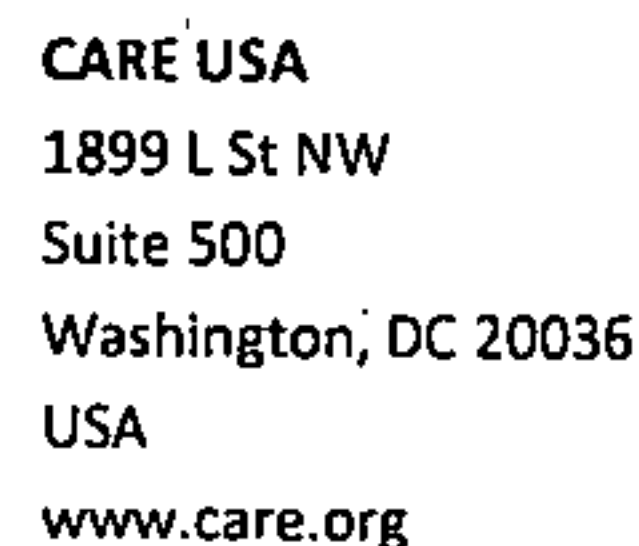
Senator Pat Roberts hereby authorize Mary C. Olive
(Print Senator's/Officer's Name) (Print Traveler's Name)

I am an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/15/16
(Date)

Pat Roberts
(Signature of Supervising Senator/Officer)



United States Senate Select Committee on Ethics
220 Hart Senate Building
Washington, DC 20510

To Whom It May Concern:

On this CARE Learning Tour, we will be sponsoring a trip to Niger, which will include staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 595-2805.

Sincerely,

RR

Robert Roche
Director, Learning Tours
CARE USA

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Updated: September 2, 2016

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

07-06-08

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

9.

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

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If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow up.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CARE is a leading humanitarian organization focused on combating global poverty. We place a special emphasis on women and girls because when they are equipped with the proper resources they help their families and communities escape poverty. See Addendum E.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CARE hosts congressional trips as an educational opportunity to see development work firsthand.

Since 2009, we have hosted twenty-two trips with members of Congress and their staff.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CARE International works in over 90 countries around the world implementing programming as well as promoting visibility on issues important to ending global poverty and leading advocacy toward local and international actors to prioritize poverty-combatting initiatives.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$5,100	\$416	\$292	Interpreters, Security, Visas: \$880
<input type="checkbox"/> Actual Amounts	See Addendum D for estimate details.			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip was arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The U.S. government is an important development and emergency food aid partner in Niger, sharing an interest in cross-cutting programs to improve food and nutrition security in Niger.

19. Name and location of hotel or other lodging facility:

Grand Hotel - BP 471 Niamey, Niger

20. Reason(s) for selecting hotel or other lodging facility:

The hotels offer western accommodations with ample security for the trip's activities.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The government per diem rate for Niamey, Niger is \$104/night for lodging and \$73/day for food.

Our costs are at these rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The delegation will fly coach class to and from Niger. The delegation will fly on a United Nations World

Food Program charter plane (coach equivalent) for internal travel in Niger. See Addendum C.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided on this trip.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Robert Roche, Director, Learning Tours

Name of Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone Number: 202-550-6535

Fax Number: 202-296-8695

E-mail Address: rroche@care.org

Instructions
(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization’s prior history of sponsoring congressional trips, if any;
 - c. other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

"De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.

Names and titles of ALL Senate invitees and explanation of why the individual was invited.

We invited congressional staff from each of the following committees to join the trip. These committees hold a particular interest or relevance to the issue of U.S. foreign assistance and food aid, which will be the focus of the trip agenda.

Senate Agriculture Committee
Senate Transportation Committee
Foreign Relations Committee

Invited Staff:

Devin Mogler – Legislative Assistant, Senator Joni Ernst (R-IA)
Tracy Henke – Legislative Director, Senator Roy Blunt (R-MO)
Caitlin Poling – Nat. Security Advisor, Senator David Perdue (R-GA)
Liz Hermsen – Senior Policy Advisor, Senator Bob Casey (D-PA)
Anne Knapke – Deputy Legislative Director, Sen. Amy Klobuchar (D-MN)
Lynn Tjeerdsma – Senior Policy Advisor, Sen. John Thune (R-SD)
Mary Olive – Counsel, Senate Agriculture Committee Minority Staff
Hayley Pierre – Professional Staff Member, Senate Transportation Committee Minority Staff
Nick Barbash – Legislative Assistant, Sen. Tim Kaine (D-VA)
Alvaro Zarco – Legislative Correspondent, Sen. Tim Kaine (D-VA)

On November 2, 2016, the delegation will travel on a chartered flight from Niamey, Niger to Maradi, Niger and back to Niamey. Additionally, on November 3, 2016, the delegation will travel on a chartered flight from Niamey, Niger to Tillaberi, Niger and back to Niamey.

10-10-68

** Note: Though the delegates are only spending 3 nights in Niger, we will likely pay for an additional night at the hotel so that delegates can use their room until transferring to the airport at 10:30pm on Nov. 3, 2016 to catch a 12:35am flight home.*

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CARE pursues this mission in over 90 countries and has operated in Niger since 1974. By educating key policymakers and stakeholders on the innovative solutions to poverty and the link between women's empowerment and ending global poverty, Learning Tours support CARE's broader mission by building understanding and support for the cause of combatting global poverty.

CARE pursues this mission in over 90 countries and has operated in Niger since 1974. By educating key policymakers and stakeholders on the innovative solutions to poverty and the link between women's empowerment and ending global poverty, Learning Tours support CARE's broader mission by building understanding and support for the cause of combatting global poverty.

00-76969-1

DRAFT

AGENDA: CARE Learning Tour to Niger, October 30 - November 4, 2016

Sunday, October 30

Travel Day

Depart U.S. for Niamey, Niger

Monday, October 31

Travel Day/Niamey, Niger

4:30pm CARE delegation arrives to Niamey, Niger (AF #0306)

4:30-5:00pm Transfer to Grand Hotel

5:00-6:30pm Hotel check-in/unpacking time

6:30-7:30pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

Overnight: Grand Hotel, Niamey, Niger

Tuesday, November 1

Niamey, Niger

9:00-10:30am Scene-Setter Briefing to gain historical and political context for short-term food and nutrition security in Niger

10:30-11:15am Transfer to Site Visit 1

11:15-12:15pm Site Visit 1: Tour of World Food Program Warehouse to learn about how food aid arrives to Niger and how it is processed upon arrival

12:15-1:00pm Transfer to lunch

1:00-2:30pm U.S. Mission Lunch Briefing to learn about the U.S. Government's development priorities in Niger

2:30-3:00pm Transfer to Meeting with High-Level Officials

3:00-4:00pm Meeting with High-Level Nigerien Officials to learn about the Nigerien Government's food security programs and priorities

4:00-4:30pm Transfer to Grand Hotel

4:30-5:30pm Debrief Roundtable with delegation to discuss the day's learning objectives

5:30-6:00pm Transfer to the U.S. Ambassador's residence

6:00-8:00pm Reception with U.S. Ambassador, Local Government & NGO Leaders to discuss the role of international partners, local governments and NGOs in development in Niger

8:00-8:30pm Transfer to Grand Hotel

Overnight: Grand Hotel, Niamey, Niger

Wednesday, November 2

Maradi, Niger

8:30-9:00am Transfer to airport

9:00-10:00am Plane briefing on the different types of food aid
 - Transfer to Maradi

10:00-11:00am Transfer to Site Visit 1

11:00-12:30pm Site Visit 1: Visit Food Aid Distribution Site to learn about how recipients of food aid are identified, how communities are mobilized and what the process of distributing food aid is to beneficiaries. Meet with beneficiaries to hear their stories

12:30-1:00pm Transfer to Site Visit 2
 • *Note: Lunch in vehicles*

1:00-2:00pm Site Visit 2: Visit Cash Transfer Program to learn about how this program differs from food aid, how recipients are identified and mobilized for this program and discuss strengths and weaknesses of program with beneficiaries

2:00-2:30pm Transfer to Site Visit 3

2:30-3:30pm Site Visit 3: Visit FFP LAHIA program to learn about efforts to reduce food insecurity and malnutrition by addressing nutrition for pregnant/lactating women and children under 5 years of age

3:30-4:30pm Transfer to airport

4:30-5:30pm Transfer to Niamey

5:30-6:00pm Transfer to Grand Hotel

6:00-7:00pm Downtime at hotel

7:00-8:30pm Closing Dinner to discuss lessons learned and next steps when the delegation returns to DC

Overnight: Grand Hotel, Niamey, Niger

Thursday, November 3

Tillaberi, Niger/Travel Day

9:00-9:30am	Transfer to airport
9:30-10:15am	Transfer to Tillaberi
10:15-11:00am	Transfer to Site Visit 1
11:00-12:30pm	<u>Site Visit 1: Visit Food Voucher Program</u> to learn about how this program differs from food aid and cash transfers, how recipients are identified and mobilized for this program and discuss strengths and weaknesses of program with beneficiaries. Meet with farmers to learn about local/regional procurement
12:30-1:00pm	Transfer to lunch
1:00-2:30pm	<u>Lunch Roundtable Discussion</u> on the impact of food aid on local markets, local and regional procurement and compare food aid vs. long term food security
2:30-3:00pm	Transfer to Site Visit 2
3:00-4:30pm	<u>Site Visit 2: Visit Resilience and Economic Growth in Sahel - Enhanced Resilience (REGIS-ER)</u> to learn about initiatives to enhance the long-term resilience of local agricultural production. Meet with local farmers
4:30-5:00pm	Transfer to airport
5:00-5:45pm	Transfer to Niamey
5:45-6:00pm	Transfer to Grand Hotel
6:00-8:00pm	<u>Delegate debrief dinner</u>
8:00-10:30pm	Packing time
10:30pm	Transfer to airport
12:35am	Return Flight to the U.S. (AF #339)



CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

September 12, 2016

Mary Olive
Counsel
U.S. Senate Committee on Agriculture, Nutrition, and Forestry
328A Russell Senate Office Building
Washington, DC, 20510

Dear Mary,

I'm inviting you to participate in a unique CARE Learning Tour to Niger to examine the importance of U.S. investments in short-term, emergency food and nutrition security. This trip will take place **October 30 – November 4** (including travel) during the Congressional recess and will include Congressional staffers and key leaders from the Administration, corporate sector, and technical experts.

On your journey, you will visit programs in Niger to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground, including the government, private sector and local partners, who are working toward solutions at the community level, as well as government decision-makers who implement those solutions on the national stage.

Niger is a landlocked country with over 80 percent of its land covered by the Sahara Desert, and is the largest country in West Africa. It is also one of the least developed. In fact, in 2015 it ranked last, 188 out of 188 countries, on the United Nations Human Development Index. Poverty in Niger is staggeringly high, including half of all Nigerien children live in poverty, and health indicators are low.

Niger's economy is largely driven by subsistence farming, a sector that is persistently struggling. Low levels of education, an overreliance on rain-fed agriculture, and one of the highest fertility rates in the world prevent farmers from producing enough food for the Nigerien population. Even on strong production years, the World Food Program estimates that 2.5 million Nigeriens are chronically food insecure. This insecurity has been compounded by changes in climate including El Nino-related droughts and a large influx of refugees and growing internally displaced population from conflicts in the region.

The United States Government is currently partnering with Niger to address acute food insecurity through emergency food assistance as well as programs aimed at transitioning Niger from short-term food aid to long-term, sustainable agricultural growth.

This Learning Tour will be a unique opportunity to explore these issues on the ground. In order to allow sufficient time for planning, we would appreciate a response indicating your interest in joining by **Friday, September 16, 2016**. I have asked Rachel Hall to provide further details on the trip and answer any questions you may have. You can also reach her directly at Rachel.Hall@care.org or (202) 569-7027.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,

David Ray
Vice President for Policy & Advocacy and Head of Office
CARE USA

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ADDENDUM A

AGENDA: CARE Learning Tour to Niger, October 30 - November 4, 2016

Sunday, October 30

Travel Day

Depart U.S. for Niamey, Niger

Monday, October 31

Travel Day/Niamey, Niger

4:30pm CARE delegation arrives to Niamey, Niger (AF #0306)
4:30-5:00pm Transfer to Grand Hotel
5:00-6:30pm Hotel check-in/unpacking time
6:30-7:30pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

Overnight: Soluxe Hotel, Niamey, Niger

Tuesday, November 1

Niamey, Niger

9:00-10:30am Scene-Setter Briefing to gain historical and political context for short-term food and nutrition security in Niger
10:30-11:15am Transfer to Site Visit 1
11:15-12:15pm Site Visit 1: Tour of World Food Program Warehouse to learn about how food aid arrives to Niger and how it is processed upon arrival
12:15-1:00pm Transfer to lunch
1:00-2:30pm U.S. Mission Lunch Briefing to learn about the U.S. Government's development priorities in Niger
2:30-3:00pm Transfer to Meeting with High-Level Officials
3:00-4:00pm Meeting with 3N - Nigeriens Feed Nigeriens to learn about the Nigerien Government's food security programs and priorities
4:00-4:30pm Transfer to Grand Hotel
4:30-5:30pm Shower/change time
5:30-6:00pm Transfer to the U.S. Ambassador's residence

6:00-8:00pm Reception with U.S. Ambassador, Local Government & NGO Leaders to discuss the role of international partners, local governments and NGOs in development in Niger

8:00-8:30pm Transfer to Grand Hotel

Overnight: Soluxe Hotel, Niamey, Niger

Wednesday, November 2

Maradi, Niger

8:30-9:00am Transfer to airport

9:00-10:00am Plane briefing on the different types of food aid
 Transfer to Maradi

10:00-11:00am Transfer to Site Visit 1

11:00-12:30pm Site Visit 1: Visit Food Aid Distribution Site to learn about how recipients of food aid are identified, how communities are mobilized and what the process of distributing food aid is to beneficiaries. Meet with beneficiaries to hear their stories

12:30-1:00pm Transfer to Site Visit 2
 Note: Lunch in vehicles

1:00-2:00pm Site Visit 2: Adolescent Girls Safe Space program to discuss the unique challenges girls face including child marriage, poor maternal health services, and a lack of knowledge about nutrition

2:00-2:30pm Transfer to Site Visit 3

2:30-3:30pm Site Visit 3: Visit FFP LAHIA program to learn about efforts to reduce food insecurity and malnutrition by addressing nutrition for pregnant/lactating women and children under 5 years of age

3:30-4:30pm Transfer to airport

4:30-5:30pm Transfer to Niamey

5:30-6:00pm Transfer to Grand Hotel

6:00-7:00pm Downtime at hotel

7:00-8:30pm Closing Dinner to discuss lessons learned and next steps when the delegation returns to DC

Overnight: Soluxe Hotel, Niamey, Niger

Thursday, November 3

Niamey/Travel Day

9:30-10:30am	Transfer to Site Visit 1
10:30-12:00pm	<u>Site Visit 1: Integrated Food Security and VSLA Site visit</u> to understand how women's economic empowerment supports food and nutrition security for families and communities
12:00-1:00pm	Transfer to lunch
1:00-2:30pm	<u>Lunch Roundtable Discussion</u> on cash transfers, the impact of cash transfers on rural communities, and the need for complementary aid modalities (ECHO and WFP)
2:30-3:00pm	Transfer to Site Visit 2
3:00-4:00pm	<u>Site Visit 2: Tour Flour Fortification Factory</u> to learn about the process of food fortification to combat malnutrition
4:00-5:30pm	Transfer to Grand Hotel
5:30-7:30pm	Packing time
7:30-8:00pm	Transfer to dinner
8:00-10:00pm	<u>Delegate debrief dinner</u> to continue conversations from the Closing dinner
10:00-10:30pm	Transfer to airport
12:35am	Return Flight to the U.S. (AF #339)

ADDENDUM B

The discrepancy between the good faith estimate and actual cost for lodging is due to an unforeseen tax on each room added by the Soluxe Hotel.

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